

# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Mark Danaj

**SUBJECT: WORKERS' COMPENSATION  
CLAIMS ANALYSIS**

**DATE:** May 27, 2004

Approved /s/

Date

This memorandum is to respond to the City Council's inquiry on the breakdown of workers' compensation claims by department in the last three years and efforts to prevent injuries and contain costs.

Dept Name	2002-03	2001-02	2000-01
Airport	36	48	47
Attorney	3	1	6
Auditor	0	0	1
City Council	1	2	1
City Manager	4	3	6
Clerk	1	0	2
Conventions	11	15	45
Employee Services	7	3	8
ESD	59	86	82
Finance	5	12	12
Fire	393	420	430
General Services	89	73	63
Housing	5	7	9
Information Tech	7	13	3
Library	25	35	24
OED	7	0	0
PRNS	95	116	56
PBCE	27	17	25
Police	511	614	633
Public Works	24	19	28
Retirement	0	1	1
Transportation	<u>103</u>	<u>103</u>	<u>118</u>
<b>Total Claims</b>	<b>1,413</b>	<b>1,588</b>	<b>1,600</b>
<b>Total FTE's</b>	<b>7,417.73</b>	<b>7,453.31</b>	<b>7,012.51</b>
<b>Claims per 100 FTE's</b>	<b>19.05</b>	<b>21.31</b>	<b>22.82</b>
<b>Annual % Change</b>	<b>-11.8%</b>	<b>-7.1%</b>	

As of April 30, 2004, the total number of workers' compensation claims was 1,208. At this rate the year-end projection of claims for 2003-2004 is 1,330 or 5.5% below last year's total number of claims.

## **EFFORTS TO PREVENT INJURIES AND CONTAIN COSTS**

The continuing decline in number of claims has been the result of the collaborative efforts of City departments proactively working to prevent injuries and accidents and to create a safety culture in the City. Since July 2003, the City implemented an Injury Prevention and Cost Containment Pilot Program in Police, Fire, and DOT. The purpose of the pilot program is to implement the best practices in safety and injury prevention and to find ways to control costs. Three pilot departments have made several efforts to meet this purpose as follows:

### **Police**

- Ensured all injuries and accidents are investigated: Police Chief, Deputy Police Chief, and Safety Officer informed staff at the briefings of their responsibilities to investigate all injuries and accidents and to take corrective and preventive actions when appropriate.
- Ensured supervisors know how to investigate injuries and accidents: The Safety Officer prepared a training package, revised and created new investigation forms and trained supervisors on how to investigate injuries and accidents.

### **Fire**

- Revised the Injury and Accident Investigation form to include relevant information to identify root causes of injuries and actions needed to prevent injuries.
- Trained appropriate Battalion Chiefs and Fire Captains on how to investigate injuries and accidents, using the new form.

### **Department of Transportation**

- Established the Executive Policy Committee, consisting of DOT Senior Staff and support personnel, to establish strategic direction, policies, and priorities for the department.
- Established the Safe Practices Committee, consisting of representatives from all departmental operations, to provide department-wide oversight of many elements of the Injury and Illness Prevention Program.
- Established Safety and a Key Element for all non-management performance appraisals and as a component in the ratings for all supervisors and managers in the MPP.
- Revised and implement the department policy on preventable accidents and safety violations, which provides for the use of the disciplinary process for employees who are involved in unsafe acts.
- Developed an Injury Management plan to help injured employees receive necessary treatments and return to work when appropriate.

We are evaluating the results of the Pilot Program to make improvements before proceeding further.

/s/  
Mark Danaj  
Director, Employee Services